

**CITY OF CONCORD  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MINUTES OF FEBRUARY 22, 2017**

The Community Development Advisory Committee (CDAC) met on February 22, 2017, in the Second Floor Conference Room, City Hall, 41 Green Street.

Attendees: Chair Jeff Bart, Councilor Byron Champlin, Councilor Mark Coen, Councilor Allan Herschlag, Councilor Linda Kenison, Janet Sprague and Nadine Salley

Absent: Michael Gfroerer and Councilor Keith Nyhan

Staff: Matt Walsh, Director of Redevelopment, Downtown Services and Special Projects  
Donna Muir, Community Development Specialist

**1. Minutes of January 25, 2017 Meeting**

The Chair asked that the minutes be reviewed and approved. Ms. Sprague moved to accept the minutes as presented. Councilor Kenison seconded the motion. Motion passed unanimously.

**2. Revolving Loan Fund Requests**

a. Merrimack Valley Day Care Center (previous approval of \$200,000)

Mr. Walsh provided the Committee with some background information regarding this previously approved Revolving Loan Fund (RLF) request for the Merrimack Valley Day Care Center (MVDCC). On June 24, 2015, the Community Development Advisory Committee (CDAC) approved a RLF loan for MVDCC for up to \$200,000, as matching funds for MVDCC's Community Development Block Grant (CDBG) application. The approval expired on March 1, 2016. Since their approval, the CDBG grant was awarded and MVDCC hired a construction manager, Milestone Construction, to construct the proposed renovations. The project as originally designed came in over budget and MVDCC made adjustments to the project accordingly. Mr. Walsh introduced Mary Jane Wallner, Executive Director of the MVDCC.

Ms. Wallner stated that the project, as originally designed, came in at \$732,000. As a result, MVDCC reassessed and prioritized repairs. The cost of the project is now at \$538,000. With the CDBG grant of \$182,000 and the \$220,000 that the MVDCC has been able to secure through fundraising, gap financing required to complete the project is approximately \$136,000.

Ms. Wallner was asked by CDAC what items were removed as cost cutting measures. She provided the following list of items that will not be included in the project:

- Security entrance for the front of the building;
- Adult handicapped restroom ;
- Kitchen remodeling;
- Sprinkler system in building will now be egress doors in each room;
- Heated sidewalk outside toddler room; and,
- Handicapped accessible sinks in classrooms

Ms. Wallner stated that they will still have the major repairs completed, including the following:

- Entire roof was replaced;
- Structure of the roof in the connector portion of the building was rebuilt;
- Two new furnaces;
- New cabinets in classrooms;
- New flooring; and,
- New smoke detectors, which will be connected directly to the fire station.

Ms. Wallner stated that MVDCC currently has a \$23,000 RLF loan which was approved in 2012. The terms of that loan are 2.5 percent interest over five years, with a monthly payment of \$408.19. The final payment is scheduled to be made in July 2017.

Ms. Wallner stated that MVDCC would be looking to borrow approximately \$136,000 and will be able to afford a monthly payment of between \$500 and \$600 per month, timed to start at the conclusion of MVDCC's current loan. She also stated that she may not have to borrow the entire \$136,000, as she continues fundraising.

Mr. Walsh stated that the June 2015 approval by CDAC authorized a loan in an amount up to \$200,000 at 2.5 percent interest, over a period of up to 30 years. He stated that a new amortization report has not been run at this time. Because the June 2015 loan approval lapsed on March 1, 2016, he explained that CDAC needs to act to revive and extend the loan approval should it desire to still loan MVDCC funds to complete the project.

The Chair suggested that CDAC's original commitment could be renewed as is for a period of six months. Ms. Wallner indicated that would be sufficient time to meet MVDCC's needs.

Councilor Kenison moved to renew CDAC's original commitment through September 1, 2017. Ms. Salley seconded the motion. Motion passed unanimously.

### **3. Revolving Loan Fund**

#### **a. Loan Status and Account Balance Report**

Ms. Muir provided an overview of the status of the Revolving Loan Fund program.

She also provided an overview of a potential RLF application which is in the very early stages. The applicant owns a manufactured home that has mold issues. Additional information will be provided once the application has been received.

CDAC discussed the differences between grants and deferred loans and it was suggested that the PIRP be amended to clarify the various types of loans, grants, and deferred loans that we are able to provide to Concord residents.

Councilor Champlin stated that he continues to be impressed by the work being done by City staff regarding the Revolving Loan Fund applications that are received. CDAC stated their appreciation.

**4. Ongoing CDBG Grants Update**

- a. Merrimack Valley Day Care – information regarding this CDBG grant was provided earlier in the meeting.
- b. Concord YMCA – Staff reported that the Concord YMCA application for the CDBG grant was submitted to CDFA on January 30, 2017, and that grant recipients will be announced in April. Mr. Walsh explained that the YMCA application was changed so as to remove the upgrading of the playground. Under recently clarified U. S. Department of Housing and Urban Development CDBG rules, updates to the playground would have triggered an environmental site assessment, which would have added approximately \$3,000 - \$6,000 to the cost of the project. Additionally, the replacement of the heating system will be paid for as part of the YMCA's matching funds, simply due to timing.

**5. Adjournment: The meeting adjourned at 12:55 p.m.**

*Respectfully Submitted,*

*Donna Muir  
Community Development Specialist*